

SECRET

Approved For Release 2000/05/16 : CIA-RDP81-00314R000600110006-3

19 February 1971

25X1A

MEMORANDUM FOR :

THROUGH 25X1A:

Historical Officer,
Office of Personnel

FROM : Support Services Historical Officer (SSHO)

SUBJECT : Chapters II & III, Contract Personnel Administration

REFERENCES : SSHO memos on CPA dated 1 Oct 70, 4 Jan 71, and 20 Jan 71

1. I have completed my review of Chapters II and III of the Subject report. Although showing some improvement by comparison to Chapter I, they leave much to be desired. This will be apparent from perusal of the marginal notes, questions, and comments on the copies which I am returning.

2. I recognize some attempt on your part to follow the outline which I suggested in my memo to you of 4 January 1971 and which you and I discussed on 7 January 1971. However, there are many gaps regarding contract personnel which are yet to be explained: Types of work being performed (blue collar or professional)? Geographic areas which were making heaviest use of contract personnel? Range of pay scales and changes in pay scales over time? Importance of retention of some cover salaries? Evaluation of contracts per se--any legal tests, significant changes in procedure or language of contracts, significant deviations on specific contracts? Impact of crisis situations on contract personnel administration--the Cuban situation, before and after the Bay of Pigs, apparently was unique; but you wrote it off in a sentence. What do the figures under "Proprietary" (Ch.III, p. 6) mean? Certainly the number of such employees shown for the DDS--needs to be discussed.

25X9

3. I also think more specific attention should be given to the problems which faced CPD throughout the period under study. Although the CPD staff was small, was it also stable, or were individuals rotated in and out of the staff on a quick tour basis? What kinds of background and training were required for work in CPD? Was the operation as smooth and peaceful as the report seems to indicate? Where did CPD fit into the picture when contract employees were killed or injured in line of duty (including KIA, WIA, and MIA)?

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4. As I have mentioned to you, even though you have built most of your source references directly into the text, you have made a number of points which will require additional documentation. Also, as you will note from the Historical Staff's Style Manual (p. 20), you will need to record the location of any unpublished documentation used as sources in your paper.

5. If you have questions about any of the comments or suggestions which I have made, I'm available for discussion. Once such problems have been resolved, I would suggest that you complete your work on the whole paper. What I should like to see next is a revised draft--in the format suggested in the Style Manual--of the complete paper.

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TRANSMITTAL SLIP		DATE <i>19 Feb 71</i>
TO:		
ROOM NO.	BUILDING	
REMARKS: <i>John - 19 FEB 1971</i> <i>I'm sending this</i> <i>through you (again)</i> <i>so that you will better</i> <i>understand the mess I am</i> <i>trying to sort out! How</i> <i>about asking them to send</i> <i>the complete draft back through</i>		
FROM: <i>you -- me</i>		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

25X1A

FROM:

Historical Officer
Office of Personnel

EXTENSION

NO.

DATE

22 February 1971

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/CPD
5 E 69 Hqs

2.

3. 25X1A

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15.

Gene:

Call me back if you feel
this date is unreasonable.